


MEMORANDUM

NATIONAL SECURITY COUNCIL

November 5, 1973

MEMORANDUM FOR: LOIS MOOCK
FROM: GORDON MOE 
SUBJECT: Secretarial Qualifications Desired

A general description of the qualifications desired in a secretary are as follows:

1. Familiarity with all levels of classified documents and their control.
2. Ability to work with a wide variety of executive level technical consultants, eg., type and take dictation from multiple sources.
3. Reasonable capability in shorthand or some form of dictation.
4. Ability to coordinate schedules and keep track of the details of frequent meetings involving up to 8 or 10 executive level consultants from around the country and numerous briefers from federal agencies in Washington.
5. Typing, minor editing, and coordinating of corrections and modifications in technical panel reports.
6. Handling of administrative duties of the office, eg., keeping track of travel of consultants and status of clearances, and mailing background material upon request of the consultants.
7. If possible, familiarity with technical terminology, military jargon, detailed organizations of defense agencies, etc.